



**Transportation  
Security  
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION  
Occupational Safety, Health, and Environment**

**TSA MANAGEMENT DIRECTIVE No. 2410.3  
ENERGY MANAGEMENT PROGRAM**

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This directive supersedes TSA MD 2410.3, *Energy Management Program*, dated October 30, 2009.

**SUMMARY OF CHANGES:** Section 1, updated reference to the new authority; Section 3, Authorities, adds new authorities; Section 4, Definitions, changed Designated Energy Management Official to Senior Sustainability Officer ; Section 5, Responsibilities, added Director of Occupational Safety, Health, and Environment (OSHE) responsibilities, updated and clarified responsibilities, updated reference to new authority; Section 6, Policy, added additional leadership activities, updated reference to new authority; and Section 7, Procedures, updated to include current hyperlink and available materials, and added references to the new authority.

1. **PURPOSE:** This directive provides TSA policy and procedures to be incorporated into the *Environmental Management Program* to meet the goals set forth by Executive Orders (E.O.) 13693, the Energy Policy Act of 2005 (EPACT 2005), and the Energy Independence and Security Act (EISA) of 2007.
2. **SCOPE:** This directive applies to the operations of facilities located at 601 and 701 South 12th Street, Arlington, Virginia (TSA Headquarters); the TSA Freedom Center, Herndon, Virginia; and leased facilities and future facilities occupied and operated by TSA that report to TSA Headquarters.
3. **AUTHORITIES:**
  - A. [DHS Directive 025-01, Sustainable Practices for Environmental, Energy and Transportation Management](#)
  - B. Department of Energy (DOE) Energy Efficient Products Guide
  - C. E.O. 13221, Energy Efficient Standby Power Devices, dated July 31, 2001
  - D. E.O. 13693, Planning for Federal Sustainability in the Next Decade, dated March 19, 2015
  - E. Federal Energy Management and Planning Programs (10 CFR 436)
  - F. National Energy Conservation Policy Act, (42 U.S.C. Chapter 91), as amended by the Energy Policy ACT (EPACT) of 1992 (42 U.S.C. 13201 to 13556); the Energy Policy ACT (EPACT) of 2005 (P.L. 109-058), August 8, 2005; and the Energy Independence and Security Act (EISA) (P.L. 110-140), December 19, 2007
  - G. Office of Federal Procurement Policy (OFPP), Policy Letter 92-4, Procurement of Environmentally-Sound and Energy-Efficient Products and Services, dated November 2, 1992
4. **DEFINITIONS:** Unless otherwise provided, all terms used in this directive have the meanings

provided in the regulations and E.O.s referenced in Section 3.

- A. Agency Energy Team (AET): A TSA agency-wide committee chaired by the Energy Management Program Coordinator (EMPC), comprised of appropriate staff members from TSA, such as employees from the Offices of Acquisition, Finance and Administration (e.g., Budget and Performance, Facilities Management), Chief Counsel, Human Capital, Security Operations, and other selected technical representatives.
- B. Senior Sustainability Officer (SSO): The TSA official responsible for the management and administration of the *Energy Management Program*.
- C. Energy Management Program (EMP): A TSA-wide program implemented at appropriate facilities that incorporates and implements the TSA Energy Use and Energy Reduction programs.
- D. Energy Management Program Coordinator (EMPC): The TSA official designated or appointed by the SSO to establish and implement the EMP.

## **5. RESPONSIBILITIES:**

- A. Assistant Administrator for Finance and Administration/Chief Financial Officer is responsible for establishing policy, delegating authority, and assigning responsibility as necessary to implement the EMP.
- B. Deputy Assistant Administrator for Finance and Administration (Chief Administrative Officer) serves as the SSO and is responsible for:
  - (1) Providing senior management commitment, visible support, as well as developing directives, policy, and guidance for implementing and maintaining the EMP.
  - (2) Initiating and maintaining a program to ensure that the goals applicable to TSA in E.O. 13693, EPACT 2005, and EISA are met.
  - (3) Maintaining oversight of progress towards TSA's EMP goals.
- C. The Director of OSHE is responsible for:
  - (1) Designating the Energy Program Manager.
  - (2) Ensuring the development and maintenance of directives, policy, and guidance for implementing the EMP.
  - (3) Ensuring the EMP is compatible with applicable federal, state, and local requirements.
  - (4) Ensuring that programs are in place to achieve short- and long-range goals and communicating progress towards meeting those goals to the SSO.
  - (5) Utilizing the budget process to secure sufficient funding for program initiatives.
- D. EMPC is responsible for:

- (1) Managing the day-to-day aspects of the EMP including submitting necessary reports, permits, and documents.
- (2) Ensuring goals that apply to TSA as set forth by E.O. 13693, and EPACT 2005 are met.
- (3) Establishing and chairing an AET to expedite programmatic implementation of goals and to obligate the appropriations necessary to meet the goals and requirements of E.O. 13693.
- (4) Developing and submitting annual budget recommendations, via the SSO, to specifically request funding necessary to comply with E.O. 13693, EPACT 2005, and EISA.
- (5) Using employee incentive programs to reward exceptional performance in implementing E.O. 13693, as well as provisions from EPACT 2005 and EISA.
- (6) Ensuring that training courses include all applicable information and that all appropriate personnel receive training by coordinating with the Office of Human Capital and the Office of Acquisition.
- (7) Working with the Office of Information Technology to ensure the procurement of energy- efficient computers and electronics, including products rated by the Electronic Product Environmental Assessment Tool (EPEAT), as well as power management software.
- (8) Working with the Fleet Management Program to implement the transportation requirements of E.O. 13693, EPACT 2005, and EISA. Requirements may include the reduction of petroleum by the use of zero-emission, plug-in hybrids, and alternative fueled vehicles, utilizing public transportation, and ride share programs.

E. AET is responsible for:

- (1) Reviewing and conducting energy audits for TSA and recommending policies and procedures to reduce the amount of resources consumed (calculated through use of a baseline of past energy and water usage).
- (2) Developing and implementing an energy program to ensure compliance with E.O. 13693, and the goals and requirements of EPACT.
- (3) Preparing the annual implementation plan to fulfill the requirements of E.O. 13693.
- (4) Exercising life-cycle cost analysis and making recommendations regarding investments in products, services, construction, and other programs to lower the Federal government's costs and to reduce energy and water consumption.
- (5) Using energy management strategies and tools where life-cycle, cost-effective goals are established.

F. TSA Officials/Committees identified herein in Section 5 are responsible for:

- (1) Making reasonable efforts to seek sufficient funding through the budget process for energy management and energy reduction activities at TSA-occupied spaces.

- (2) Including programs to recycle batteries, scrap metal, fluorescent lamps and ballasts, and other materials, as appropriate, during the energy reduction process.
- (3) Reviewing all standard operating procedures (SOPs) to ensure that the best energy management and energy reduction procedures are in place.

**6. POLICY:**

- A. The EMPC shall act on behalf of the agency to implement the goals set forth by E.O. 13693, EPACT 2005, and EISA.
- B. Within the scope of their responsibilities, all TSA officials shall demonstrate energy management leadership within TSA and throughout operations and activities to enhance the national security mission, to include:
  - (1) Ensuring applicable energy management goals set forth by law, regulation, E.O., and DHS policy are identified and met.
  - (2) As practicable, reducing energy consumption annually at all TSA-owned and “direct” lease buildings.
  - (3) Implementing practicable measures to reduce water consumption at all TSA-owned and “direct” lease buildings.
  - (4) As practicable, reducing the use of petroleum products in mobile assets annually.
  - (5) Ensuring newly procured computers and peripherals meet energy use standards.
  - (6) As practicable, supporting energy and water use employee outreach programs and activities.
  - (7) Ensuring new construction, major renovations, or repairs and alternations of buildings comply with TSA program requirements and the revised *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* (Guiding Principles).
  - (8) Ensuring 15% of existing buildings (over 5,000 gross square feet) meet TSA program requirements and the Guiding Principles and that new building leases (above 10,000 rentable square feet) meet the requirements outlined in E.O. 13693.

7. **PROCEDURES:** Refer to the [Energy Management Program iShare](#) page for links to applicable laws, regulations, and the E.O., useful websites, and various outreach materials and guides related to the EMP.
8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

July 9, 2015

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Pat A. Rose, Jr.  
Assistant Administrator and Chief Financial Officer  
Office of Finance and Administration

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Date

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